

Beneficiary Distribution Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I, [Your Full Name], am writing to formally request the distribution of my beneficiary entitlement as per the [Policy/Account Name, if applicable]. I have attached all necessary documents required for your review.

Details of the claim are as follows:

- Beneficiary Name: [Your Name]
- Policy/Account Number: [Insert Number]
- Amount Requested: [Insert Amount]
- Reason for Distribution: [Brief Explanation]

Please find attached the required documentation to process this request:

1. [Document 1]
2. [Document 2]
3. [Document 3]

I would appreciate your prompt attention to this matter, and I look forward to your response. If you require any additional information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,

[Your Name]